



Ticktock Officer Position: Treasurer

Reports to: Grade Level Advisor

JOB DESCRIPTION

WHY

this position is valued

The Treasurer manages the Ticktock class budget to ensure proper funds for activities that support The NCL Experience, and she provides education on the basics of financial management.

HOW

this position helps to fulfill the mission

Ticktockers will gain the leadership skills of budgeting and money management while learning how to care for the organization through fiscal responsibility.

ROLE AND RESPONSIBILITIES

WHAT

are the key responsibilities of this Chapter Ticktock Officer?

- Attend the incoming Officer Training and commit to ongoing training provided by your chapter.
- Review and know your chapter documents i.e. policies and procedures.
- Attend Parliamentary Procedure Training.
- Attend a planning meeting with your Grade Level Advisor (GLA) and Ticktock Board to review annual goals that support The NCL Experience.
- Prepare and maintain a monthly financial report for review at grade level meetings.
- Lead discussions related to the class budget and to help your class members make good decisions about program expenditures. Class approval for all expenditures is to be included in the minutes.
- Lead educational discussions on relevant topics about money management.
- Maintain records of all class expenditures.
- Know and follow the chapter reimbursement process and educate the class, under the guidance of the GLA.
- Keep a master record of grade level "monies collected" for activities/events. (The GLA handles the actual collection of money, which will be given to the Chapter Treasurer.)
- Prepare a year-end Treasurer Report with assistance from your GLA.
- Help prepare your successor by maintaining a well-organized Officer Notebook.
- Contribute at least one idea for the "Best Practices" Board Binder for this officer position.
- Other roles and responsibilities as assigned by the GLA.

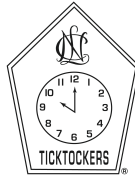


SUPPORT SYSTEMS

Mentor	<p>The Grade Level Advisor is your mentor. She is committed to helping you develop as a leader and to help guide your success as an officer. Her goal is to assist you in:</p> <ul style="list-style-type: none"> • Furthering the mission by understanding and living The NCL Experience; • Understanding your role and responsibility as a Ticktocker Officer; • Developing your leadership skills including public speaking, communication, active listening, decision-making, meeting facilitation, and teamwork.
Patroness Board Counterpart	<p>The Treasurer on the Patroness Board will assist in training you for your position. As a role model, she supports your leadership growth. Throughout the year, she will contact you to provide tips, words of wisdom and encouragement.</p>
Ticktocker Board	<p>The Ticktocker Board works as a team to plan the year, set goals and objectives that support The NCL Experience, and ensure meetings provide a dynamic environment that inspires leadership in others. It is important to establish a bond as a team. The Board meets for the annual planning meeting, for grade level meetings and at other times as coordinated by the GLA.</p>

GUIDING PRINCIPLES

Mission	<p>Our mission is to foster mother-daughter relationships in a philanthropic organization committed to community service, leadership development and cultural experiences.</p>
Vision	<p>Through the mother-daughter relationship, National Charity League will develop strong women leaders serving and impacting communities today and for generations to come.</p>
Uphold the Core Values	<ul style="list-style-type: none"> • Honoring the mother-daughter bond by together learning, growing and modeling responsibility and graciousness; • Empowering women with the skills and confidence to lead; • Nurturing through mentorship; • Inspiring a legacy of social awareness and compassion; • Providing depth of support in local communities; • Integrity and excellence in everything we do.



Treasurer Timeline for Meeting Responsibilities

BEFORE the meeting	<ul style="list-style-type: none"> • With guidance from your GLA, contact the Chapter Treasurer to obtain your class financial report before the first meeting of the year. • Prepare the Treasurer's report with the available balance and anticipated expenses. • Research relevant financial management topics in preparation for brief educational presentations that you will conduct periodically throughout the year. Ask your GLA for guidance.
DURING the meeting	<ul style="list-style-type: none"> • At the first meeting of the year, provide an education on the class budget; how funds can be spent; how money is collected and the reimbursement process. • Provide the monthly financial report for the review by the class. • Log any monies collected by the GLA on the master list. • Provide payment request forms when requested by the GLAs.
AFTER the meeting	<ul style="list-style-type: none"> • Make a photocopy of all payment request forms. File the copies in your Treasurer's binder. • Update your Treasurer's report with the current balance and expenditures. Make sure you always know what the balance is in your class account. • At the May meeting give a copy of the year-end Treasurer's report to the GLA and the Chapter Treasurer and put a copy in your Treasurer binder to pass on to the next Treasurer.
END of Year	<ul style="list-style-type: none"> • Organize your Job-Specific Officer notebook in preparation for the leadership transition process. • Help your successor transition well by facilitating the transfer of your Officer notebook. • Provide Ticktock President with your "best practice" idea for the Board Binder.
HELPFUL Hints & Tips	<ul style="list-style-type: none"> • Ticktock funds may be spent on any program related expense (examples: folders, philanthropy supplies, speakers, events, etc.) as long as it is NCL mission related and supports The NCL Experience. The class must approve the use of class funds. • All Ticktock money should be collected and deposited by the Chapter Treasurer. • The Ticktock Treasurer will not collect or handle the money but will keep a list of who has paid and give a report to the GLA. (The GLA will handle all money that is to be collected for any event.) • The Chapter Treasurer will provide reimbursement forms, and these forms will be turned into the GLA who will in turn give to the Chapter Treasurer for reimbursements. These are for any expenses that the grade level has and any money spent for grade level activities, which are approved by the GLA.